

## Green Acres Program

Local Assistance Program for County, Municipal and Nonprofit Acquisition or Stewardship Surveys

### SURVEY REVIEW CHECKLIST

SEE Scope of Work for Professional Land Surveying Services

Blank or Check indicates satisfactory submission. Circled section number indicates deficiency.

#### 1.0 GENERAL INFORMATION

☐ PURPOSE AND INTENT

☐ BACKGROUND

#### 2.0 DEFINITIONS

Please review following definitions:

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Date \_\_\_\_\_

Review By \_\_\_\_\_

Sellers Name \_\_\_\_\_

Project Manager \_\_\_\_\_

Project Name \_\_\_\_\_

Project Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Surveyor \_\_\_\_\_

#### 3.0 SCOPE OF WORK – Scope of Work for Professional Land Surveying Services

☐ 3.1 REFERENCE TO LAWS

☐ 3.2 REFERENCE TO SPECIFICATIONS

☐ 3.3 BASIS OF BEARINGS

#### 3.4 TYPES OF SURVEY ACTIVITIES

☐ 3.4.2 PROPERTY SURVEYS

#### 3.5 GREEN ACRES GUIDELINES FOR LAND SURVEYS

##### 3.5.1 GENERAL REQUIREMENTS FOR ALL WORK

☐ 3.5.1.1 RESPONSIBILITY FOR WORK

☐ 3.5.1.2 SUPERVISION

☐ 3.5.1.3 RESEARCH

☐ 3.5.1.4 FIELD PROCEDURES AND CREW RESPONSIBILITIES

☐ 3.5.1.5 COST ESTIMATING

☐ 3.5.1.6. NOTIFICATIONS

##### 3.5.2 GENERAL LAND SURVEY REQUIREMENTS AND ACQUISITION CONCEPTS

☐ 3.5.2.1 GREEN ACRES GUIDELINES FOR LAND SURVEYS

☐ 3.5.2.2 SURVEY REPORT

☐ 3.5.2.5 MUNICIPAL TAX LOTS

☐ 3.5.2.6 SURVEY TO FOLLOW DEED LINES

☐ 3.5.2.7 PUBLIC ROAD RIGHTS-OF-WAY AND RIVERS

☐ 3.5.2.8 PRIVATE RIGHTS-OF-WAY AND EASEMENTS

☐ 3.5.2.9 DEED CONFLICTS

☐ 3.5.2.9.1 RECORD GORE AREAS

☐ 3.5.2.9.2 RECORD OVERLAP AREAS

☐ 3.5.2.10 CORNER MARKING AND LINE MARKING

☐ 3.5.2.10.1 SETTING CORNER MARKERS

☐ 3.5.2.10.2 OMITTING MARKERS

☐ 3.5.2.10.3 FOUND MARKERS

☐ 3.5.2.10.4 OFFSET MARKERS

☐ 3.5.2.10.5 PUBLIC ACCESS CORNER MARKERS

☐ 3.5.2.10.6 THREE MONUMENT MINIMUM

☐ 3.5.2.10.7 CAP DETAIL

☐ 3.5.2.10.8 ACCEPTABLE CORNER MARKERS

☐ 3.5.2.10.8.1 DISKS

☐ 3.5.2.10.8.2 MONUMENTS

☐ 3.5.2.10.8.4 REBAR

☐ 3.5.2.11 ORIGINAL SIGNATURE AND SEAL

##### 3.5.3 SPECIFIC STANDARDS FOR PLAN OF SURVEY

☐ 3.5.3.1 PLAN SIZE

☐ 3.5.3.2 ORIENTATION

☐ 3.5.3.3 CLOCKWISE BEARINGS

☐ 3.5.3.4 SCALE

☐ 3.5.3.5 LINE AND CURVE TABLES

☐ 3.5.3.6 SIGNIFICANT FIGURES

☐ 3.5.3.7 MATHEMATICAL CLOSURE

☐ 3.5.3.8 MATHEMATICAL SURVEY EXPRESSIONS

- ☐ 3.5.3.9 AREA
- ☐ 3.5.3.10 AERIAL PHOTOGRAPHS AND PLANIMETRIC MAPPING
- ☐ 3.5.3.11 AREAS OF CLAIM OF TIDELANDS OWNERSHIP BY STATE OF NEW JERSEY
- ☐ 3.5.3.12 WATERWAYS
- ☐ 3.5.3.13 ROADS
- ☐ 3.5.3.14 SUBDIVISION OF LANDS
- ☐ 3.5.3.15 TITLE BLOCK
- ☐ 3.5.3.16 LEGEND OF ACQUISITION
- ☐ 3.5.3.17 CORNER MARKING
- ☐ 3.5.3.18 PLAN CERTIFICATION
- ☐ 3.5.3.19 LOCATION MAP
- ☐ 3.5.3.20 LINE WEIGHT AND TYPE
- ☐ 3.5.3.21 **MISCELLANEOUS ITEMS ON PLAN**
- ☐ **3.5.3.21.1 Street address** of the subject parcel being surveyed only if the municipality has assigned a common street number;
- ☐ **3.5.3.21.2 Tax Block and Lot number** of the parcel being surveyed, and those of adjoining; Note: If the survey findings indicate that the tax map is erroneous, so state. If a lot is not shown on the map, the lot shall be designated on the survey plan with the correct block number from the tax map and shall be identified as having NO LOT NUMBER ASSIGNED.
- ☐ **3.5.3.21.3 Any permanent type buildings**, paved or concrete improvements, structures or foundations must be shown. In particular, residences must be identified and labeled in coordination with the Using Agency.
- ☐ **3.5.3.21.4 Any utility easements**, visible or known of record, overhead wires or pole lines within the parcel being surveyed must be identified and shown on the plan of survey. If such easements are within the lines of a dedicated public road right-of-way, they may be omitted.
- ☐ **3.5.3.21.5 Encroachments** shall be clearly drawn, labeled and dimensioned to the property line. A detailed enlargement of any encroachment may be necessary to clearly show sheds, buildings, decks, or other structures or areas of adverse use such as stone parking areas or areas of mowed lawn.
- ☐ **3.5.3.21.6 Watercourses**, including the name and showing the direction of flow and area contained within the bed must be drawn and labeled on the plan. In particular, water bodies located on the boundary of the property must be shown in a hatched pattern on the plan, and the area calculated and stated on the plan.
- ☐ **3.5.3.21.7 Show all drains and sewers** that are visible on the surface of and within the limits of the parcel. Drains and sewers within a dedicated public road right-of-way need not be shown.
- ☐ **3.5.3.21.8 Provide the name of record owners and the latest deed book and page reference for adjoining lands** to indicate that those records had been examined in the survey process and that there are no areas **of confusion in the record, except for those that may be shown on the plan, if any.**
- ☐ **3.5.3.21.9 Roads not open** are to be so indicated. Paper streets that have not been vacated are subject to possible public and or private rights, and the area contained by them must be indicated on the plan.
- ☐ **3.5.3.21.10** If the survey indicates that the municipal **tax map erroneously locates the parcel**, this discrepancy should be noted on the plan.
- ☐ **3.5.3.21.11 The deed book and page number of the reference deeds actually used** must be indicated in the graphic portion of the plan to which they apply. This information shall not be excluded or limited in appearance through the use of notes, except that the Contractor may limit its search of records to the obvious and reasonable (after consultation with the Using Agency), and may produce a plan noting that the work is subject to the findings of an accurate and up-to-date title search by a competent title company.
- ☐ **3.5.3.21.12 The point of beginning** used in the metes and bounds description must be clearly labeled "Description Point of Beginning" or "P.O.B." or similar notation, and must be tied into a corner of record or road intersection. The NJPCS NAD 1983 Northing and Easting coordinate values stated in US Survey Feet to two decimal places must be labeled on the plan and stated in the description. The Contractor must set a monument at the point of beginning for each parcel, unless this requirement is waived or modified by the Using Agency at the time that the bids for a Site-Specific Engagement are solicited.
- ☐ **3.5.4 DEED DESCRIPTION FORMAT**
- ☐ 3.5.4.1 DEED DESCRIPTION TYPE
- ☐ 3.5.4.2 LETTERHEAD OF SURVEY FIRM
- ☐ 3.5.4.3 DESCRIPTION HEADING "DEED DESCRIPTION"
- ☐ 3.5.4.4 DESCRIPTION INTRODUCTION
- ☐ 3.5.4.5 DESCRIPTION SECOND PARAGRAPH
- ☐ 3.5.4.6 BODY OF DESCRIPTION include reference to the Corner Number for corner markers set
- ☐ 3.5.4.7 USING AUGMENTING AND QUALIFYING CLAUSES
- ☐ 3.5.4.8 RECITE AREAS DESCRIBED
- ☐ 3.5.4.9 CLOSING PARAGRAPH AND CALL FOR SURVEY
- ☐ 3.5.4.10 ORIGINAL SIGNATURE, EMBOSSED SEAL AND DATE SIGNED
- ☐ **3.6 DELIVERABLES (ONLY AS REQUIRED SUBMISSION TO GREEN ACRES)**
- ☐ Two (2) FULL-SIZE PAPER COPIES OF SURVEY PLAN ORIGINAL SIGNATURE & FOLDED
- ☐ Two (2) METES AND BOUND DESCRIPTION AND REDUCED SURVEY PLAN ATTACHED
- ☐ One (1) DIGITAL FILE METES AND BOUNDS DESCRIPTION
- ☐ One (1) DIGITAL FILE DXF FORMAT
- ☐ SURVEYOR'S CERTIFICATION AND SUMMARY FORM